

**CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE**  
**PURCHASING LEVEL2**

Type of Assignment	Representative Activities
Purchasing Agent or Supervisory Purchasing Agent	<ul style="list-style-type: none"> <li>● Purchases, rents, or leases supplies, services and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements</li> </ul>

Core Certification Standards (Required for DAWIA certification.)	
Acquisition Training	<ul style="list-style-type: none"> <li>● None required</li> </ul>
Functional Training	<ul style="list-style-type: none"> <li>● <a href="#">CON 115</a> Contracting Fundamentals</li> <li>● <a href="#">CLC 033</a> Contract Format and Structure for DoD e-Business Environment</li> </ul>
Education	<ul style="list-style-type: none"> <li>● Formal education not required for certification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● 2 years of experience in purchasing</li> </ul>

Core Plus Development Guide (Desired training, education, and experience)	Type of Assignment
Training	Sup/Pur Agent
<a href="#">ACQ 101</a> Fundamentals of Systems Acquisition Management	✓
<a href="#">CLC 020</a> Commercial Item Determination	✓
<a href="#">CLC 023</a> Commercial Item Determination Executive Overview	✓
<a href="#">CLC 027</a> Buy American Act	✓
<a href="#">CLC 060</a> Time and Materials Contracts	✓
<a href="#">CLC 104</a> Analyzing Profit or Fee	✓
<a href="#">CLC 131</a> Commercial Item Pricing	✓
<a href="#">CLG 004</a> DoD Government Purchase Card Refresher Training	✓
<a href="#">CON 216</a> Legal Considerations in Contracting	✓
Education	
<ul style="list-style-type: none"> <li>● 32 semester hours of undergraduate work with emphasis in business.</li> </ul>	
Experience	
<ul style="list-style-type: none"> <li>● None specified</li> </ul>	

**Notes:**

- 1** The Core Certification Standards section lists the training, education, and experience REQUIRED for certification at this level.
- 2** "(R)" following a course title indicates the course is delivered as resident based instruction.
- 8** Level II is the highest certification level for this career field.
- 9** The Core Certification Standards section lists the training, education, and experience required for certification at this level. To be certified at this level, workforce members must also possess a Level I certification in Purchasing.
- 10** When preparing your IDP, you and your supervisor should consider the training, education, and experience listed in

the Core Plus Development Guide at this and the lower level(s) if not already completed. Personnel that have completed all elements of this and the lower-level guide should consider the guides associated with the Contracting career field for further development.